

## Personnel Actions Requiring Pre-Approval

PERSONNEL ACTION	EXAMPLE
<b>Details &gt; One (1) Year</b> <i>(CS Rule 8.16d)</i>	" When the agency wants to extend a detail beyond one year, a letter of justification must be submitted PRIOR to the effective date and approved by the Director
<b>Temporary Inter-Departmental Assignment (TIDA) &gt; One (1) Year</b> <i>(CS Rule 8.15e)</i>	" When the agency wants to extend a TIDA beyond one year, a letter of justification must be submitted PRIOR to the effective date and approved by the Director.
<b>Suspension Pending Investigation &gt; 30 days</b> <i>(CS Rule 12.10b)</i>	" When the agency wants to extend a suspension pending investigation beyond 30 days, a letter of justification must be submitted PRIOR to the effective date and approved by the Director.
<b>Paid Leave for Disabled Police</b> <i>(CS Rule 11.21.1)</i>	" When an employee engaged in law enforcement is disabled while performing duty of a hazardous nature, and the agency wishes to grant the employee a leave of absence with full pay, the agency must submit a letter of justification and receive PRIOR approval from the Director.  " The Director may grant this type of leave for up to six (6) months; beyond six months must be approved by the Commission.
<b>Leave Without Pay &gt; One (1) Year</b> <i>(CS Rule 11.27b)</i>	" When an agency wishes to extend an employee's LWOP status beyond one (1) year, a letter of justification must be submitted PRIOR to the effective date and approved by the Director.

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## Position Attributes Requiring Pre-Approval

POSITION ATTRIBUTE	EXAMPLE	HOW TO REQUEST

<b>Base Supplement</b> (CS Rule 6.16f)	An agency needs to maintain competent and experienced staff, but market and employment conditions require additional pay above range maximum.  <i>Requires approval from the Governor.</i>	" Agency submits a letter of request with the appropriate documentation to Class & Pay.  " If approved rates are <u>flexible</u> , the agency must forward a policy describing how rates will be applied to Class & Pay
<b>Perquisites</b> (CS Rule 6.3.1)	An agency wants to give employees money instead of a physical asset (i.e. uniforms, housing, etc.).  <i>Requires approval from the CS Commission.</i>	" Agency submits a letter of request with appropriate documentation to Class & Pay.
<b>Shift Differential &amp; On Call Pay</b> (CS Rule 6.28)	An agency needs an incentive for employees to work a certain shift at a rate higher than the rate authorized by the Director or needs an incentive for employees to be "on-call."  <i>Requires approval from the CS Commission.</i>	" Agency submits a letter of request with appropriate documentation to Class & Pay.  Note: If rates needed are above pre-authorized amounts, the agency must request higher rates from CS Commission.
<b>Special Entrance Rates</b> (CS Rule 6.5b)	An agency is experiencing recruiting and retention difficulties and needs to raise the hire rate to attract and retain employees.  <i>Requires approval from the CS Commission</i>	" Agency submits CS-12 form and the appropriate documentation to Class & Pay.  " If approved rates are <u>flexible</u> , the agency must forward a policy describing how rates will be applied to Class & Pay.
<b>Special Pay Rates</b> (CS Rule 6.16)	An agency wants to compensate an employee for performing extraordinary duties, hazardous duties, or to meet extraordinary market conditions.  <i>Requires approval from CS Commission.</i>	" Agency must submit a letter of request with appropriate documentation to Class & Pay.  " If approved rates are <u>flexible</u> , the agency must forward a policy describing how rates will be applied to Class & Pay.

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## Other Technicalities Requiring Pre-Approval

POSITION TECHNICALITIES	EXAMPLE

Acquisitions (CS Rule 8.27)	<p>“ When legislation is adopted to bring a previously non-State entity into the State workforce as a State agency, the Appointing Authority for the agency must submit a letter requesting the retention of the employees.</p> <p>“ The following information must be included in the request:</p> <ol style="list-style-type: none"> <li>1) Authorization for moving into Classified Service,</li> <li>2) Position Descriptions for each employee,</li> <li>3) Applications for each employee, and</li> <li>4) Description of the agency’s personnel system.</li> </ol>
Double Incumbencies	<p>“ An agency wishes to fill a position at greater than 100% FTE, Double Incumbencies must be approved by the CS.</p> <p>“ Agency must submit a written request to the Chief of Class &amp; Pay via letter or e-mail.</p> <p>“ Upon approval, the agency can enter actions required to process the multiple incumbency.</p>
Layoff & Layoff Avoidance (Chapter 17)	<p>“ When an Agency must go through a Layoff and/or Layoff Avoidance, the Agency must submit a Layoff Plan or Layoff Avoidance Plan to the Director for approval prior to the Layoff or Layoff Avoidance.</p>
Market Grade Adjustments (CS Rule 6.6)	<p>“ An agency continues to have excessive recruiting, retention, and market problems and have tried SER’s and other special pay options, and such hardships extend to other agencies. CS has the authority to approve a Market Grade Adjustment.</p> <p>“ The agency must submit an SF-296 with the appropriate documentation to Class &amp; Pay to review for approval.</p>
Selective Certification (CS Rule 8.5)	<p>“ A request for Selective Certification should be submitted in a letter justifying the need for the selective training or experience.</p> <p>“ A job description must be attached.</p> <p>“ Agency must retain the approval letter for documentation purposes.</p>

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## Policies Requiring Pre-Approval

POLICY	EXAMPLE

<p><b>Dual Career Ladder Policy</b> (CS Rule 5.9)</p> <p>Note: Consult Glenn Balentine or Amy Bateman for more specific details</p>	<p>“ An agency wants to enhance recruitment and retention of professionals in the fields of science, medicine, information technology, and engineering by offering an advancement alternative to the management track, the policy must be approved by the CS Commission.</p> <p>“ The agency must forward a request for approval and a copy of the policy to Class &amp; Pay in order to be reviewed by the Commission for approval.</p> <p>“ The agency must maintain the Commission approval for documentation purposes.</p>
<p><b>Optional Pay Adjustment Policy</b> (CS Rule 6.16.2)</p>	<p>“ An agency wants to increase an employee’s pay for retain purposes because such a lost would be detrimental to state service, the policy must be approved by the CS Commission.</p> <p>“ The agency must forward a request for approval and a copy of the policy to Class &amp; Pay in order to be reviewed by the Commission for approval.</p> <p>“ The agency must maintain the Commission approval for documentation purposes.</p>
<p><b>Rewards &amp; Recognition Policy</b> (CS Rule 6.16.1)</p>	<p>“ An agency wants to set up a program to reward employees for significant achievement, the policy must be approved by the CS Commission.</p> <p>“ The agency must forward a request for approval and a copy of the policy to Class &amp; Pay in order to be reviewed by the Commission for approval.</p> <p>“ The agency must maintain the Commission approval for documentation purposes.</p>